



**DETROIT PUBLIC LIBRARY
HUMAN RESOURCES
ANNOUNCEMENT OF VACANCY**

October 5, 20223

POSITION: Librarian III – Specialist - Archive/Curator

AGENCY: Main

SALARY: \$ 60,912.00 - \$ 66,941.00

For a complete description, log on to www.detroitpubliclibrary.org.

APPLICATION INSTRUCTIONS – INTERNAL & EXTERNAL APPLICANTS

- *Submit completed resume with cover letter to tsimon@detroitpubliclibrary.org*

**APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE BY 4:00 p.m.,
October 19, 2023.**

The Detroit Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

See attached job specification for essential functions and qualifications.

JOB DESCRIPTION
Librarian III – Specialist

LIBRARIAN III – SPECIALIST

Job Family:	Public Services Group	FLSA Status:	Non-Exempt
Revised Date:	November 2010	Bargaining Unit:	UAW-Pool

GENERAL PURPOSE: Under general supervision, is responsible for a specialty library function or service requiring in-depth knowledge of specialized subject area, collection, function, or service for the Detroit Public Library (DPL); responsible for the day-to-day administration and oversight of the specialty collection, function, or service; and participates in and supports organizational goals, policies, and guidelines.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of assigned Library – coordinator or manager; and does exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is third in a series of three in the Librarian job series. It is distinguished from the Librarian II in that incumbents in this classification exist to assist with supervision and administration of the day-to-day operation of a branch or main library department or program, including directing the work of lower level library and clerical staff. Incumbents may also lead or coordinate one or more system-wide library programs. Incumbents have considerable latitude in the application of professional practices in the assigned area of responsibility. Progression from Librarian II to Librarian III requires four years of full-time professional library experience.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In specialty area of assignment:

- Supervises, coordinates, schedules, assigns, and inspects the daily work activities of assigned staff; coaches, trains and motivates staff; and coordinates and/or provides staff training.
- Assists with managing and prepares the daily workflow and prioritization of projects and staff; measures the performance of the unit and staff and recommends or suggests appropriate corrective action when necessary; provides advice and counsel to staff; develops developmental work plans for staff; recommends corrective actions and discipline procedures as appropriate or necessary.
- Drafts and completes weekly sign-in sheets for staff members; completes bi-weekly time sheets for managers to review for payroll office; makes necessary alterations to work schedules due to illness or other emergency, or unforeseen change in employee's personal schedule.
- Administers, monitors, and maintains assigned budgets including book, audio, video, periodicals, and programming budgets; and prepares and processes requisitions or purchases for items utilized in programs.
- Performs miscellaneous duties such as keyboarding; computer troubleshooting; creating displays to encourage traffic flow and visibility of materials; keeps abreast of community milieu and the changing literacy needs reflected in the service area and develops and customizes programming as appropriate; laminates shelf-reading, records audio selections of public domain materials; oversees supply inventory; processes gifts; maintains bulletin boards; may open and distribute departmental mail; and substitutes as reference librarian at other library locations as needed.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provides support to the assigned Library – coordinator or manager on matters as directed; participates on a variety of committees as assigned; prepares and presents reports and other necessary correspondence; attends and participates in professional group meetings; maintains

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awareness of new trends and developments in the fields related to area of assignment; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Library policies and procedures, rules and regulations.

- Ensures an environment of customer-responsive services, providing customer-responsive service and handling customer service issues.
- Performs other duties as assigned or required.

Bibliographic/Cataloging:

- Creates original catalog records for OCLC and Integrated Library System covering current and retrospective materials for special collections in all types and formats of print and non-print materials in any language; evaluates, edits, and imports existing catalog records from OCLC database into DPL catalog Integrated Library System; resolves a variety of cataloging issues and problems and call number inconsistencies for current and retrospective materials; researches unique and rare materials to be cataloged for specialty collection.
- Creates unique call numbers through evaluating established subject heading on bibliographic records; utilizes both the Dewey Decimal Classification (DDC) system and local DPL classification system in accordance with DPL guidelines in order to arrange library materials on shelves to allow the greatest possible access to library users.
- Modifies DPL cataloging policies and practices to accommodate changes to current cataloging practices and standards in Anglo-American Cataloging Rules, MACHine Readable Cataloging (MARC), DDC and Library of Congress Rule Interpretations and Subject Headings.
- Provides assistance to public service staff regarding interpretation and appropriate application of cataloging, holding, call number and item-level information found in staff and public interfaces of the Integrated Library System and creates, edits and updates codes used by Integrated Library System policy tables to modify catalog record properties, circulation policies and item record information.
- Provides catalog instruction and continuing support for all original and copy cataloging activities performed by the bibliographic staff; maintains and updates current OCLC cataloging software on staff PCs; and provides instruction on the use of online cataloging tools; processes batch downloads of catalog records required for accessing government documents and electronic resources.

Archive/Curator:

- Establishes and maintains the physical and intellectual control over records of enduring value; selects, arranges, and ensures the long-term preservation of such records; assists researchers who wish to use them; provides customer service in person and via telephone, letter, e-mail; creates physical and digital exhibits; conducts tours and lectures; facilitates donations of materials; develops and maintains relationships with community groups, organizations, and individuals.
- Serves as curator for assigned collection(s); organizes, preserves, and maintains assigned collection; provides customer service regarding collection; creates physical and digital exhibits; conducts tours, lectures, and other events/concerts; and maintains relationships with community, academic, and professional organizations and individuals.
- Processes and preserves manuscripts collections, develops the collection management of materials such as rare books, manuscripts, maps, sheet music, vinyl records, CDs, prints, or photographs; and creates finding aids indexes and web-based descriptions for special collections.

PRIMARY DUTIES AND RESPONSIBILITIES:

Training:

- Develops, authors, scripts, and teaches classes for DPL customers; works with Instructional Technology Specialists (ITSs) system-wide; trains ITSs, secures additional outside training; facilitates monthly meetings and offers general support to the ITSs in their jobs; develops class outlines, class scripts and handouts that follow a basic curriculum; sets up and tears down laptop computers used for training purposes; participates in community outreach via job fairs; conducts

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bibliographic instruction to visiting schools; proctors tests for customers; and fills in as a reference librarian as needed.

- Compiles class statistics; coordinates and compiles examination statistics; exchanges information with the learning institutions; and mails or faxes information and results back to the school.

Teen Services Specialist:

- Plans, implements, and oversees the Teen Center and programming; schedules author/vendor visits; prepares vendor documents and contracts for business office; implements teen ideas for programming; maintains marketing media and correspondence with marketing department for promotion of programs; acts as community liaison; assigns volunteer duties to teens; updates social media for marketing purposes; visits schools to inform students about programs; works with teachers to strengthen literacy initiatives; mentors teens that use the center regularly; talks with parents about their children's disruptive behavior; and gives tours/talks to schools visiting the Teen Center.
- Manages the collection development for the program; orders new materials for the collection; weeds unused or damaged materials; and takes requests for new items; assists customers with finding materials; instructs teens and classes on catalog use and database services.
- Maintains appropriate records and databases; keeps programming form updates; sends contracts out to vendors; prepares the weekly schedule; updates the calendar of events; and schedules class visits.

Library for the Blind and Physically Handicapped Specialist:

- Oversees the operations of the Library for the Blind and Physically Handicapped (LBPH) and the services provided to its customers; researches and orders necessary equipment and technology resources; orders library and office materials required; develops associated collections; determines schedules including for computer training; schedules transportation services; prepares reports for DPL and other agencies as required; designs and implements programs specifically for the blind; collaborates with LOW and other children's areas to design and implement interdepartmental programming; and writes and edits quarterly newsletter.
- Communicates and coordinates with NLS, CMLS, Data Management, DPL departments, Wayne County Regional LBPH regarding the operation of the LBPH program; shares resources and represents DPL at local, state, and national conferences; communicates and networks with other agencies service the blind and physically handicapped and with community and arts organizations.

Reading Literacy:

- Designs and implements literacy programs that focus on reducing the illiteracy rate in the City of Detroit; builds awareness, trust, and confidence of non-readers and low-readers; meets with customers to discuss their interests; gathers personal data and creates electronic records; plans, recruits, trains, and offers customized resources to support tutors and assists them in constructive weekly tutoring sessions; develops and offers one-on-one tutoring throughout the DPL's library system; identifies needs and customers and appropriate ways to offer learning activities within the community; responds to questions and explains the program to potential learners and tutors; monitors tutoring sessions and conducts assessments to determine success, grade level, and progression to higher level learning materials; organizes special learning classes including math as needed; and establishes associated policies related to the literacy program and ensures program supports the DPL's mission and culture.

PRIMARY DUTIES AND RESPONSIBILITIES:

Career & Employment Center Specialist:

- Designs and implements programs to assist library customers in making best use of library resources to execute their career and/or job search and to prepare for employment and occupational testing; provides day-to-day oversight of the Technology, Literacy and Career Center (TLC) including workflow direction, accessibility of resources, and evaluation of materials; provides customer service in the TLC public room; assists customers with job search/career exploration by locating book materials and use of database products to explore career options and research potential employers; creates resumes identifies appropriate job search sites; navigates online job applications; resolves e-mail issues; and identifies relevant supporting

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educational and social services; prepares monthly TLC statistics and reports; updates TLC Center website; files serious incident reports; monitors delivery of career and job search services and resolves any customer service issues; identifies, orders, organizes and weeds career and employment and test prep materials; and teaches monthly job search class and any career and job search related school or group tours scheduled in the classroom.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's Degree in Library and Information Science from an ALA accredited institution and four years of professional library experience in specialty function or area of assignment, including one year of supervisory/lead responsibility over staff and/or programs; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid State of Michigan Driver's License.

Certifications Preferred:

- Level I Librarian Certification by the State of Michigan.

Required Knowledge of:

- Advanced principles and practices of library science.
- Principles and techniques of library materials selection and cataloging in specialty program area of assignment.
- Dewey Decimal system, the alphabetical systems of shelving, and computer searching techniques.
- Books, publishing, the book trade, and book review media.
- Reference tools and services.
- Automated library information retrieval system. Reference and circulation processes and procedures.
- Understanding of different classification schemes for library materials.
- Significant authors, associations and publishers of books and reference sources in the assigned field.
- Project/program planning and management principles and practices.
- Public and community relations principles and practices.
- Other pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Public library operations, services, and policies.
- Customer service standards and procedures.
- Supervisory principles, practices, and methods.
- ARC, MARC expertise in bibliographic/cataloging

Required Skill in (Continued):

- Interacting with people of different social, economic, and ethnic backgrounds.
- Analyzing, evaluating, and appropriately selecting popular level library materials in specialty program area of assignment. Researching and finding answers to complex reference questions.
- Managing and administering the coordination of the development and maintenance of library collections.
- Selecting materials and collections of contemporary significance and of permanent value.
- Command of all reference tools used.
- Library research techniques, including the use of technology.
- Database records management.
- Problem solving and decision-making.
- Program design and development.
- Presenting ideas and concepts orally and in writing.
- Working cooperatively with internal and external customers in a professional, friendly and cooperative manner.

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- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library and department staff, board members, outside agencies, and the general public.
- Supervising, leading, and delegating tasks and authority.

Physical Demands / Work Environment:

- Work is performed in a standard library environment.
- Subject to sitting, standing, walking, stair climbing, reaching, and lifting of objects up to 25 pounds.
- Must be able to push/pull library carts and lift/carry library materials.